

Falcon Heights- Community Engagement Commission

May 16, 2016

7:00 pm

Agenda

1. Call to Order
2. Approval of April 18, 2016 Minutes
3. Fire and Police Updates
4. Events Schedule and Volunteers
 - a. Ice Cream Social
 - b. Apartment Connector/Spring Together
 - c. International Human Rights Day Observance
5. Documents
 - a. Block Party Packet
 - b. Response Plan
 - c. Other Resources/Neighborhood Liaison Library
6. Citizen of the Year Award
7. Immigrant Heritage Month Proclamation
8. Housekeeping Items
9. Updates and Announcements from Commissioners
10. Meeting Schedule and Adjourn

Falcon Heights- Community Engagement Commission

April 18, 2016

7:00pm

Minutes

Members Present: Commission Chair Melanie Leehy; Commissioner Shirley Reider, Gary Kwong, Ahmed Hassan, Clem Kurhajetz, Jay Colond, Gwen Willems; SAPD Liaison Sergeant Jon Mangseth, FHFD Liaison Captain Anton Fehrenbach, Council Liaison Tony Fischer, Staff Liaison Katie Thrasher

Members Absent: Commissioner Felicia Turner

1. Call to Order 7:06pm

2. Approval of February 16, 2016 Minutes Shirley Moves, Clem Seconds

3. Elect Secretary Melanie motioned Jay Colond for Secretary, Approved 6-0

4. 2016 Goals

a. Events

i. Ice Cream Social (July 21, 6-8pm)

1. Host a table outside closer to the FD or near the play area.

ii. Block Parties (August 2)

1. There has been an average of 8 block parties on MN Night to Unite with one apartment every few years (1550 Larpenteur and interest in 1530 Larpenteur)
2. Former Commissioner, Dick Carlson, is willing to help people coordinate music, but his main focus this year will be for California Ave. and 1550 Larpenteur.

iii. Human Rights Day (December 8 or 9)

1. Falcon Heights Elementary School (1st choice). Reaching out to the president and PTA for our first choice.
2. Inquire with the U of MN School of Social Work to utilize the theater on St. Paul campus or the Continuing Education Building (2nd choice)
3. Roseville High School
4. Look into licensure requirements for an "academic setting"

iv. Annual Meeting (March 20, 2017)

v. Spring Connect (June 7)

Presents an opportunity to connect those in the apartments.

Historically in May and has been a potluck. Commissioners could

seek sponsorship through in-kind food donations from local businesses and grocers. We will discuss the time at the next meeting.

b. Outreach

- i. FH Elementary “walk to school day” (May 4 walk begins at 8:40am)
Ask PW about a sidewalk Sammy (neon turtle with flag)
- ii. Coffee with a cop (apartments)
- iii. Ice cream with a cop (apartments)- Looking into funding
- iv. Lunch with a cop (elementary schools)
- v. Apartment/ senior apartment outreach (1530 & 1666 have asked)
- vi. Fire Department Open House (Oct. 1, 10am-1:30pm)
Be present but no table. Anton will provide a one page invitation to recruit and 5 safety bullet points to converse with neighbors about.

c. Internal

- i. Document revisions and updates
Three tubs of documents and plans need updating
- ii. Grants
- iii. Training

5. Housekeeping Items

Agenda items in by May 9 at 3pm

6. Updates and Announcements from Commissioners

SAPD recognition for Chief of Police John Ohl- May 10

7. Meeting Schedule and Adjourn

Next meeting May 16 at 7pm

Adjourn: 8:32pm

Melanie Leehy, Commission Chair

Dated this 18th day of April, 2016

Katie Thrasher, Staff Liaison



Falcon Heights Block Party Packet Summer 2015

Thank you for planning a party in your neighborhood! If you have questions or ideas, contact City Hall at 651-792-7600 or mail@falconheights.org.



Block Party Information

Procedures

- Call Falcon Heights City Hall @ 651-792-7600 You can arrange for:
 - _____ Street barricades during the party
 - _____ Fire truck with FH firefighters
 - (Pick any) _____ Police officers and squad car with St. Anthony Police
 - _____ Mayor and City Council members
 - _____ Live Music
 - _____ Block Party Play Kit (\$25 deposit)
- There is no guarantee that firefighters or police officers will be at your event, because of competing events or emergencies, but they will make an effort to attend. If your event is a crime watch meeting, you can schedule reliable attendance by our community officer. Call the St. Anthony police department at 612-782-3350.
- **NOTE:** If you intend to have a recreational fire, permits are not necessary, but please observe the following guidelines:
 - Recreational fires may be up to 3 ft. in diameter and 2 feet in height
 - Fires can be hosted from 9 am-10 pm Sun through Thurs and 9 am-11 pm Friday, Saturday, and Legal Holidays
 - No combustibles within 10 ft. of an open flame
 - The fire must be attended constantly and have a garden hose with attached water supply or a currently charged fire extinguisher
 - No open fires shall be kindled when the wind speed exceeds 10 mph if smoke migration may create a nuisance, or if otherwise prohibited by the Fire Chief
 - Only “clean” wood can be burned; **no treated wood, garden debris or leaf burning**

Other Information

If your neighborhood is changing or adding liaisons please let City Hall know so that we can update our records, and welcome them to their new volunteer role. Members of the Neighborhood Commission are also willing to assist with any requested orientation, coaching, or brainstorming.

Block Party Planning

Block parties do not need to be elaborate affairs. Depending on the amount of time you have and the amount of help you want to plan the party, you can take one of several approaches:

Easy

1. Plan the date, time, and location. Contact City Hall at 651-792-7600 or mail@falconheights.org to request:
 - Street barricades
 - Live music
 - Police officer and squad car
 - Firefighters and fire truck
 - Mayor and City Council members attendance
2. Distribute flyers announcing the date, time, and place of the party.
3. Invite neighbors to bring a dish to share and their own table service.

Average

1. Plan the date, time, and location. Contact City Hall at 651-792-7600 or mail@falconheights.org to request:
 - Street Barricades
 - Police Officer and Squad Car
 - Fire Fighters and Fire Truck
2. Distribute flyers announcing the date, time, and place of the party.
3. Have neighbors contact you regarding what they'll bring, or circulate a sign-up sheet.
4. Arrange for table service, tables and chairs, and games for kids.

Advanced

1. Distribute flyers inviting neighbors to attend a planning session for a block party.
2. At the meeting:
 - Select a date, time, and place
 - Decide who will bring what (make a list)
 - Select a spokesperson to call the City
 - Plan additional related activities, such as games, entertainment, decorations, or inviting the Crime Prevention Liaison to make a presentation

Neighborhoods in Falcon Heights do parties at all of these levels. Some have simple ice cream socials where they send out a note with a date and everyone volunteers for paper supplies, ice cream and toppings. The leader makes sure there are tables and garbage cans.

Another neighborhood combines several blocks, raises money, solicits donations from local businesses for door prizes, and hires ponies for rides for the kids. Following that fun, is a potluck meal.

It depends on how much energy, volunteer help, contacts, and imagination you have. The page that follows takes you through the steps for planning any type of event.

Remember, there is no right or wrong way to plan or conduct a block party. The most important things to keep in your mind are the needs and personality of your block and its residents!

Steps in Organizing Successful Events

I. **WHY**: Define the purpose of the event (Why hold the event? What need should it fill?)

Will your event inform, improve community relations, and welcome new people to the neighborhood? Be sure to recognize if one of the purposes is to have fun. It's much easier to involve volunteers in a cause if you can make it fun.

II. **WHAT**: Choose the right event (examples: pot-luck, picnic, ice cream social)

- A. Remember your goals
- B. Who are your participants? (young/ old, interests, schedules)
- C. What is your neighborhood interested in or what have they done in the past?
Ask around to see what people would be interested in doing.
- D. Do you want to extend your event beyond your own neighborhood?
Involving other neighborhoods can contribute more resources and broaden the audience.
- E. How much will your event cost?
Very little, if it's a potluck. Talk to others who have tried a similar event in the past. Were there any hidden costs?
- F. What are your resources?
Who are your volunteers? Are there any businesses that would help sponsor your event? Is there someone in your neighborhood who could make a contact?

III. **WHEN/WHERE**: Set the date and location

- A. Check the calendar to avoid conflicting community events
- B. Choose the location and get confirmed reservations
Most neighborhoods in Falcon Heights have used barricades to block off their street and just use the street itself. Some smaller groups have used city hall or alleys.

If you decide to rent a space, be sure to plan ahead, get enough room, and have something that fits your budget. Considerations include requirements for deposits, insurance, and cleanup as well as facility features like floor plan, seating, lighting, electricity, and restrooms. And be sure to get any agreements in writing.

IV. **HOW**: Planning and Organization

- A. Leader

Informs others of process, delegates responsibilities to persons/committees, coordinates activities of different committees, sets time limits, settles disputes, praises progress

- B. “Committees” defined and staffed, as needed (many will have only one member!)
*Decorations, Entertainment, Refreshments/Concessions, *Publicity, Budget/RSVP List, Donations, Clean-Up*

If the Committee is larger than one, the members should hold scheduled meetings at set places. Specific agendas help provide logical steps for attacking tasks. Written descriptions of individual responsibilities help to avoid duplicating effort, chronologically order tasks, and clarify time requirements and deadlines. Always give praise to individuals meeting deadlines.

** Publicity types can include: group e-mail, phone calling tree, posters, balloons, sidewalk chalk, door hangers, mailings, plywood corner signs, t-shirts, city newsletter, website, ...*

V. POST EVENT

- A. Follow-up
Return any borrowed items. Write thank you notes to recognize volunteers and donors.
- B. Evaluation
What went right? What went wrong? Record each step for future reference. Determine the true cost (consider donations) and true benefit. Should it become an annual event? File it away in a folder for future reference.
- C. Begin preparing for next year!

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

May 25, 2016

No. 16-19

RESOLUTION PROCLAIMING JUNE, 2016 AS IMMIGRANT HERITAGE MONTH

WHEREAS, generations of immigrants from every corner of the globe have built our country's economy and created the unique character of our nation;

WHEREAS, immigrants make up around 13 percent of the U.S. population, with an outsize role in entrepreneurship and business formation;

WHEREAS, immigrants have provided the United States with unique social and cultural influence, fundamentally enriching the extraordinary character of our nation;

WHEREAS, immigrants have been tireless leaders not only in securing their own rights and access to equal opportunity, but have also campaigned to create a fairer and more just society for all Americans;

THEREFORE, BE IT RESOLVED that the FALCON HEIGHTS, MINNESOTA CITY COUNCIL formally designates June, 2016 as Immigrant Heritage Month.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor
May 25, 2016

LINDSTROM _____ In Favor
HARRIS
FISCHER _____ Against
GUSTAFSON
BROWN THUNDER

Attested by: _____

Sack Thongvanh
City Administrator
May 25, 2016

CELEBRATE
IMMIGRANT
HERITAGE
MONTH
06·2016

Immigrant Heritage Month 2016

Activation Toolkit for Elected Officials

Get Involved!

We are excitedly preparing for the third annual Immigrant Heritage Month (IHM 2016), a nationwide effort to gather and share inspirational stories of immigration in America, set to kick off in June.

As an elected official, you play an important role in your community. We encourage you to participate in Immigrant Heritage Month during the month of June by engaging constituents, faith leaders, civic organizers, businesses and other local elected officials and the media in celebration.

Your support will play an instrumental role in the success of the month and helping to spread the word about the importance of celebrating and sharing immigration stories across the generations.

This toolkit contains ideas and sample materials for celebrating Immigrant Heritage Month, including:

- Background information on IHM
- Ideas for promoting your involvement in IHM and strategies to engage your community, including IHM events and social media
- Sample materials to help support your IHM events

“Immigrant Heritage Month is a chance to share our American stories.”
- President Barack Obama, June 6, 2015

About Immigrant Heritage Month

The third-annual Immigrant Heritage Month will celebrate our country’s immigrant heritage—stories of individuals, families and communities who have contributed to the unique social fabric of a country whose greatness is fueled by its diversity. For the past two years, Immigrant Heritage Month has celebrated the millions of stories that make up our nation’s interwoven narrative during a joyous, month-long celebration in June.

Joining over one hundred celebrities and a national network of 238 partners for IHM 2015, the White House and Administration shared 18 blog posts from staff sharing their own immigrant heritage stories, including President Barack Obama himself, in a weekly address [Celebrating Immigrant Heritage Month](#). Members of Congress and other elected officials shared their personal stories with us, and the U.S. House and Senate both introduced resolutions recognizing June as Immigrant Heritage Month.

Building on the past two years’ success, IHM 2016 will include partnerships with community organizations, elected officials, corporations, media outlets, athletes, artists and thought leaders who will help us amplify our message, encouraging us all to celebrate our immigrant heritage as a source of pride.



How to Get Involved

While Immigrant Heritage Month isn't until June, there are plenty of ways to prepare and participate in advance. Now is the time to start promoting your involvement with IHM as well as engage your constituents and staff. Below are several ideas for getting involved now:

- Issue a proclamation officially declaring June as Immigrant Heritage Month
- Issue a press release announcing the proclamation and your involvement
- Post on social media announcing your involvement using our hashtags #ImmigrantHeritageMonth and #IHM2016
- Begin gathering immigrant heritage stories from constituents and staff to share during June

To kick off Immigrant Heritage Month and celebrate throughout June:

Online

- Share official Immigrant Heritage Month content on your own social media channels directly from our website or social media platforms
- Use social media to highlight your constituents' or staff's immigration stories
- On Thursdays, post an old photo that tells a story of immigrant heritage in your district or to highlight a member of your staff or constituents; using hashtag #tbt
- Include information about IHM in your newsletters or post on your website showcasing the work you do with the immigrants in your district or celebrating immigrant contributions to your community over the generations

Events

- Host a kickoff event with a broad range of community groups and individuals
- Attend or speak at a naturalization ceremony
- Host a roundtable to discuss the impact of immigrants in your district. Invite prominent immigrant entrepreneurs and leaders to be ambassadors of the local immigrant community
- Offer a Commendation of Excellence for immigrants in your district
- Host an event announcing an immigrant business is receiving an Small Business Administration loan, incorporate other immigrant entrepreneurs or business owners from the community
- Leverage existing community events during the month of June (e.g. Fathers Day, World Refugee Day)
- Offer a walking tour with historical narration of an immigrant neighborhood such as Little Italy; if appropriate, incorporate immigrant businesses in the event
- Host an immigrant food festival

Continued on next page...



To help support these events, we have developed the following set of template materials for you to use, including:

- Media advisory template
- Press release template
- IHM proclamation template
- Floor speech templates (for state and federal elected officials)

If you'd like to discuss other ideas or potential events, please contact Keenan Toohey at keenan@welcome.us or 202-818-9910.



Media Advisory Template

[DATE]

PRESS CONTACT/NAME
XXX-XXX-XXXX
XXXXX

Media Advisory

[NAME] WILL HONOR [LEADERS/COMMUNITY ORGANIZATIONS/BUSINESSES] FOR CONTRIBUTIONS TO CITY IMMIGRANT HERITAGE AND CULTURE DURING IMMIGRANT HERITAGE MONTH

Nation-Wide Effort Includes Similar Events in [Chicago, Boston, NYC, San Francisco] to Celebrate Immigrant Heritage Month

CITY, STATE –NAME will honor [Leaders/Community Organizations/Businesses] for distinct contributions to CITY. The effort is part of a nation-wide kick off of Immigrant Heritage Month, an initiative to gather and share inspirational stories of American immigrants, past and present.

WHO:	NAME
	RECIPIENT #1
	RECIPIENT #2
	RECIPIENT #3
	And many prominent members of the community
WHAT:	Remarks from NAME and participants
WHEN:	TIME
	DATE
WHERE:	LOCATION

For questions or to request an interview, please contact [PRESS CONTACT].

PARTICIPANT BACKGROUND –

[INSERT FULL LIST OF PARTICIPANTS AND ORG DESCRIPTIONS (ie why they are being recognized)]

ABOUT IMMIGRANT HERITAGE MONTH –

Immigrant Heritage Month celebrates a United States that is fueled by immigrants from around the world and the ways in which America and the immigrants who have built our country are linked in a shared, productive history. Immigrant Heritage Month is organized by Welcome.us, a 501(c)3 nonprofit organization. Learn more about the campaign and Immigrant Heritage Month by visiting Welcome.us.

###



Press Release Template

[DATE]

PRESS CONTACT/NAME

XXX-XXX-XXXX

XXXXX@welcome.us

Press Release

NAME HONORS [LEADERS/COMMUNITY ORGANIZATIONS/BUSINESSES] FOR CONTRIBUTIONS TO CITY IMMIGRANT HERITAGE AND CULTURE DURING IMMIGRANT HERITAGE MONTH

Nation-Wide Effort Includes Similar Events in [Chicago, Boston, NYC, San Francisco, Los Angeles, Austin]; National Leaders Speaking Out; and Launch of 3rd Annual Immigrant Heritage Month in the US

CITY, STATE – Today Mayor [Representative, etc] NAME honored three [Leaders/Community Organizations/Businesses] for distinct contributions to CITY. In [THEIR] remarks, [THEY] walked through how each contributed to the character of CITY – culturally, economically and historically – and made the city what it is today. The effort is part of a nation-wide kick off to Immigrant Heritage Month, an initiative community organizations, elected officials, corporations, media outlets, athletes, artists and thought leaders to gather and share inspirational stories of American immigrants.

RECIPIENTS:

- RECIPIENT #1
- RECIPIENT #2
- RECIPIENT #3

[Full details on participants and organizations included below.]

NAME spoke about the importance of immigrants in providing the cultural foundation for CITY's development and how the city's many distinct immigrant communities continue to [[character of the city]]

QUOTE UNIQUE TO CITY OR DISTRICT

PARTICIPANT BACKGROUND –

[INSERT FULL LIST OF PARTICIPANTS AND ORG DISCRIPTIONS (ie why they are being recognized)]

ABOUT IMMIGRANT HERITAGE MONTH –

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Sample IHM Proclamation (For City/State)

Whereas generations of immigrants from every corner of the globe have built our country's economy and created the unique character of our nation;

Whereas immigrants continue to grow businesses, innovate, strengthen our economy, and create American jobs in [DISTRICT/STATE];

Whereas immigrants have provided the United States with unique social and cultural influence, fundamentally enriching the extraordinary character of our nation;

Whereas immigrants have been tireless leaders not only in securing their own rights and access to equal opportunity, but have also campaigned to create a fairer and more just society for all Americans; and

Whereas despite these countless contributions, the role of immigrants in building and enriching our nation has frequently been overlooked and undervalued throughout our history and continuing to the present day:

Now, therefore, be it resolved by the [BLANK] assembled, that June 2016 is designated as "Immigrant Heritage Month."

For information on the impact that immigrants have in your state, please [click here](#).



Sample IHM Floor Speech

OPENING: Mr. Speaker, I rise today to honor the immigrants of our great nation, a group that we are all connected to in some way or another. June is Immigrant Heritage Month and it is with great pride that I stand before you today to...

OPTION 1 sharing personal immigration story: [...tell you my own personal/own family's story of immigration. INSERT PERSONAL STORY]

OPTION 2 recognizing immigrant contributions in the city/district: [...share with you the tremendous benefits that immigrants have brought to the [City / Congressional District.]

OPTION 3 for June 20, World Refugee Day: [...celebrate the refugees who have come to our country on World Refugee Day. Today we recognize the strength and courage of refugees who have fled their homeland out of fear for their safety, as a result of violence and war, or to escape political or religious persecution. They may not have come to America because they wanted to, but we want them to know that our commitment to refugees remains the same as it did to those who first immigrated to our country through Ellis Island. As the great Emma Lazarus quote on the Statue of Liberty reads:

“Give me your tired, your poor,
Your huddled masses yearning to breathe free,
The wretched refuse of your teeming shore.
Send these, the homeless, tempest-tossed, to me:
I lift my lamp beside the golden door.”
Here in America, we welcome you with open arms.]

CONCLUSION: We all have our own welcome story – a story about how this country opened their arms to us or to our forefathers, and welcomed us/them to this great land of hopes, dreams and freedom. A place where you can become anyone, do anything. Please join me to celebrate America's immigrants – past, present and future.

